

THE CITY OF TORRANCE INVITES YOUR APPLICATION FOR

Information Technology Specialist

Police Department

Hourly Base Pay Range

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
\$27.86	\$29.24	\$30.70	\$32.24	\$33.85	\$35.53	\$37.31

2% - 15% Premium Pay for Microsoft Certifications

The City of Torrance is looking to fill an entry level Information Technology Specialist for the Torrance Police Department. This position will play a vital role in addressing specific Communications and Information Technology applications and support needs that are unique to a public safety environment. Under direction of a Systems Analyst, the Specialist installs, maintains and troubleshoots computer systems, networks and related equipment; provides computer helpdesk support via phone communications with end-users; conducts training and develops training materials; administers the Police Departments' network infrastructure; and information systems, and performs related work.

Why work for the City of Torrance?

We enjoy great weather, a diverse community and are only a few miles from the beach. In addition to a great location, our employees enjoy the following **BENEFITS AND PERKS:**

- **9/80 work schedule**
- Excellent Health, Dental, Vision plans, and Life Insurance
- Tuition Reimbursement Program
- Thirteen Paid Holidays
- Interest-free computer loan program
- Flexible spending which provides tax-free options for medical, dental and child care expenses.
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis.
- Deferred Compensation Plan
Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.

As a condition of employment, candidates must pass a pre-employment medical examination.

Candidates successful on all parts must pass a background check which will include job and personal references, arrest records, credit history, and use of controlled substances; psychological evaluation; and polygraph test before being hired.

CANDIDATE PROFILE

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Two years of technical experience performing a full range of computer support and networking activities; or conducting training or preparing user documentation for data processing systems or software in use by the Department; AND
- Associate's degree in computer science or equivalent in a related field.

SPECIAL REQUIREMENTS

This position requires flexibility as the employee may be required to work other than regularly scheduled hours to perform system back-ups and to assist in resolving operational problems.

IDEAL CANDIDATE (in addition to experience and education outlined above)

- Familiar with a paramilitary (both sworn and civilian) work environment and reporting relationships
- Experience with Public Safety applications/systems
- IT helpdesk and phone troubleshooting experience
- Excellent interpersonal, communication and customer service skills
- Cooperative and collaborative team oriented work style
- Microsoft Certified Solutions Expert (MCSE)
- Microsoft Certified Information Technology Professional (MCITP)

APPLICATION PROCESS

- ▲ Interested candidates must submit an online application and supplemental available at www.TorranceCA.gov/523.htm#. Applications are accepted on a continuous basis until a sufficient pool has been received. The filing period will begin January 15, 2015 at 7:30 a.m. and the first review of applications will be those received by January 29, 2015 at 5:30 p.m. Only those candidates most qualified will be invited to participate in the examination process which will consist of the following:

Performance Exam - weighted 50%

Oral Interview - weighted 50%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

MISSION STATEMENT

The Torrance Police Department mission is to preserve public safety and quality of life within the City of Torrance, to respond effectively to the changing needs of the community, and to promote mutual respect between the Police Department and the people we serve.

THE CITY

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

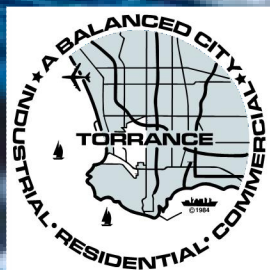
The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.

▲ Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Human Resources Division
of the City Manager's Office
3231 Torrance Boulevard
Torrance California 90503



Jobline: (310) 618-2969
Office: (310) 618-2915
Fax: (310) 618-2995
E-mail: jobinfo@TorranceCA.Gov
Websites: www.TorranceCA.Gov
<http://www.torranceca.gov/523.htm#>

Job Code 15011517 TO

CITY OF TORRANCE
INFORMATION TECHNOLOGY SPECIALIST (Police Department)
Supplemental Application Questionnaire
Job Code 15011517

1. Do you have a Microsoft Certified IT Professional (MCITP): Windows certificate for Windows 7?
Yes ☐ No ☐
2. Do you have a Microsoft Certified IT Professional (MCITP): Windows Server certificate for Windows 2008?
Yes ☐ No ☐
3. Please indicate your experience performing hardware installation in a Microsoft network environment:
☐ None ☐ Less than two years ☐ Two years or more
4. Please indicate your experience performing software installation in a Microsoft network environment:
☐ None ☐ Less than two years ☐ Two years or more
5. Please indicate your experience installing, configuring and administering a Windows operating system (XP, Windows 7):
☐ None ☐ Less than two years ☐ Two years or more
6. Do you have experience supporting Computer Aided Dispatch (CAD) and Records Management System (RMS) systems for Public Safety (Police/Fire)?
Yes ☐ No ☐
If yes, please list the systems.
7. Have you worked with applications utilizing Wi-Fi or cellular wireless network connections?
Yes ☐ No ☐
If yes, please describe your wireless experience
8. Have you supported computers mounted within vehicles?
Yes ☐ No ☐
9. Do you have experience supporting dispatch and automatic vehicle location systems?
Yes ☐ No ☐
If yes, please list the systems.

10. Do you have programming experience in Database, HTML and/or Web development?

Yes ☐ No ☐

If yes, please list out the programming language(s) and applications that you are familiar with, and the skill level(s) (beginner, intermediate, expert).

11. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

Yes ☐ No ☐